



City of Alexandria Marina Boat Slip Waitlist Policy and Regulation



I. Authority

These policies and regulations are made by the City Manager and adopted by resolution of City Council, under the authority of Ordinance Number 3121, Sec. 2 of the City of Alexandria ordinance. These regulations shall supersede any former marina regulations and shall continue in force until rescinded or replaced by the City Manager or City Council.

II. Intent:

The intent of these regulations is to operate the marina of the City of Alexandria in a manner, which is fair and uniform to all pleasure boat slip holders, including potential slip holders whose names appear on the wait list for a pleasure boat slip.

III. Slip Application/Wait List

1. Individuals desiring to lease dock space at the City of Alexandria owned marina must make application in writing to the City of Alexandria Department of Recreation, Parks and Cultural Activities. All vacancies occurring in dock space shall be filled from the established waiting list. A waiting list for dock space was established in 2002 and is maintained indefinitely.
2. In order for an applicant to maintain his/her status on the list, he/she must notify the City of Alexandria Department of Recreation Parks and Cultural Activities office in writing between November 1 and January 1 of each year of his or her desire to remain on the list. The waitlist Renewal form is located on the City of Alexandria website, marina webpage. A non-refundable initial fee of \$25 must accompany the applicant's request to be placed on the waiting list. An annual non-refundable fee of \$5 must accompany the applicant's request to remain on the waiting list. Failure to comply with the above will result in the removal of the applicant's name from the list and all fees will be forfeited.
3. Applicants, who have completed the application in full, will receive notification of receipt of their application and their control number. The boat slip wait list, by control number, will be posted on the City of Alexandria website, marina webpage. The wait list will be updated annually.
4. Each City of Alexandria address and/or resident shall not be permitted to occupy more than one moorage at the City of Alexandria Marina nor shall they be permitted to occupy more than one number of the pleasure boat slip waitlist.
5. A waitlist position does not guarantee approval to obtain moorage.

6. No application may be made by persons under 18 years of age nor by anyone, who within the preceding 5 years has had a lease agreement revoked for material violation of the rules or unsatisfactory relationship.
7. Only one boat slip shall be permitted per family and/or City of Alexandria resident address.
8. Applicants for dock space have been recorded in chronological order and the awarding of dock space shall follow this order. When a pleasure boat slip becomes available, the Department of Recreation, Parks and Cultural Activities will notify the next applicant on the waitlist with a vessel of appropriate length and beam (as determined by the Dockmaster) of the vacancy. If the applicant meets the City of Alexandria residency, documentation, insurance, boat size, and slip size requirements, the applicant shall have first right of refusal on leasing the slip. Should the applicant not accept the offer of the slip, the applicant may waive that slip but elect to remain on the top of the wait list for the next available slip. In the event that an applicant refuses a slip a second time and/or fails to meet the City of Alexandria residency, documentation, insurance, boat size, and slip size requirements a second time the applicant will be removed from the wait list.
9. When selected from the wait list the City will try for two (2) days to contact the applicant by telephone. If no contact is made by phone, a 1st class letter will be sent and the applicant will be given seven (7) days to respond. If there is no response by telephone or letter the applicant will be removed from the wait list and the slip will be offered to the next applicant per the waitlist policy and regulations.
10. Once successful contact is made with the applicant an application for a boat slip will be sent certified mail to the applicant. The applicant shall have 5 days after the initial attempt to deliver (by post office), to return the application and requested documents to the City of Alexandria at the marina address stated on the application. This application is not a contract between the two parties. City staff will review the received application and documents. Accepted applicants will then be sent via first class mail a boat slip lease agreement. This lease agreement is not a contract between the two parties until both parties have ratified the agreement and payment in full has been received from the applicant.
11. Boat slip lease agreement vessels must be a minimum of 24 feet in length, not including outboard motors, swim platform, bowsprits, dinghies or stern pulpit. Vessels shall not exceed a maximum of 40 feet in length, 45 feet with inclusion of outboard motors, swim platform, bowsprits, dinghies or stern pulpit.
12. It is the responsibility of the applicant to notify the City of Alexandria, in writing, of any change in the address or phone number or any other significant changes to the application.

IV. Slip Usage

1. Boat owners assigned slips shall not allow any other vessel to occupy said slip and no vessel may enter any other than assigned slip. Slips assigned by the Dockmaster may not be re-assigned by the owner to any other person or legal entity. A slip may not be re-assigned by the owner to any other vessel other than the vessel originally assigned the slip, including any vessel purchased by the owner.
2. If a lessee wishes to purchase a new vessel, he/she must complete and submit the "Boat Slip Wait List Application". The Dockmaster shall have the authority to request any financial or related document pertaining to the purchase and/or operation of the requested new vessel including but not limited to: a Purchase and Sales agreement, Bill of Sale, Abstract of Title, Sales Tax payment, Insurance Certificate, Mortgage Contract, Certificate of Documentation, Certificate of Registration.
3. Pleasure boat lease agreement holder and/or pleasure boat wait list applicant shall agree that his/her vessel shall not be operated through a management company, for business, charter and/or commercial purposes, and must be able to substantiate, by documentation that he/she is in fact the sole owner and sole beneficiary of any boat occupying a recreation use boat slip. Pleasure boat slips will be leased to individuals only. No boat slip shall be leased to any corporation, company, partnership, association or any form of combinations of persons. The lessee and the owner of the vessel shall be one and the same. Any change in ownership of a vessel shall be grounds for termination of the slip agreement and the contract shall be null and void with all fees forfeited.
4. The owner shall advise the Dockmaster when leaving for a cruise of 48 hours or more. The City may elect to re-rent the space for a temporary period during the absence of the craft regularly occupying the space. No credit for such temporary use of space shall be granted the craft regularly occupying the space.
5. All pleasure boat slip agreements shall be on an annual basis only, from April 1st to March 31st, and shall be leased for the fees set forth by the City of Alexandria. The option for renewal for the following year is at the discretion of the City of Alexandria and is not in any manner required by the City, nor will it be considered unless the following conditions exist:
 - a. there have been no changes in the application.
 - b. that the applicant has submitted documents as required by the application for annual review.
 - c. that the applicant has remained a City of Alexandria resident as proven through the City of Alexandria Real Estate Assessment office and/or City of Alexandria voters registration card and previous months original electric and/or gas bill in the name of the applicant.

- d. that the dockage fee has been paid in full.
 - e. that the lessee has proved to be a good and cooperative tenant during the preceding years.
6. Current leaseholders must commit by March 1st for the next season. In the event there is a vacancy every effort will be made to fill the vacancy by April 1st.

V. Guidelines for Reassignment of Slips

1. The City of Alexandria reserves the right to reassign slips within the marina in a fashion which is deemed to be in the best interest of the City of Alexandria and reserves to vary this policy in any fashion which would better serve the interest of the City of Alexandria. As a general policy, any request for a change in slip assignment by a slip holder shall be acted upon according to the following policy:
 - a. Any request for a change in slip assignment shall be made in writing by the boat slip lease agreement holder and shall state in full the reason for the request.
 - b. All request received shall be date stamped by the Park Operations Division Recreation Supervisor.
 - c. All requests will be added to the bottom of the boatslip waitlist. Applicants will be selected from the waitlist in accordance with the boat slip waitlist policy (see section III)

V. General Provisions

1. Matters relating to boat slip wait list applications, boat slip agreement, payment of fees, etc., are handled by the Department of Recreation, Parks and Cultural Activities. The mailing address is:
City of Alexandria Department of Recreation, Parks and Cultural Activities
Attention: City Marina
1108 Jefferson Street
Alexandria, Virginia 22314
2. The boat slip wait list Policy and Regulation may be amended, or supplemented at any time by the City of Alexandria Department of Recreation, Parks and Cultural Activities and such amendment or supplement shall be effective upon its posting on the City of Alexandria Marina webpage.